

SPF/SIG Executive Committee Meeting
December 19th, 2006
Indiana Government Center Room 3
1 pm to 3 pm

Attendance: Sheriff Mark Frisbie, Chair, Cathy Boggs, Jeff Barber, David Bozell, Jeanette Grissom, Carolyn Waller, Marcia French, Mary Lay, Eric Wright, Kim Manlove, Neal Holtan, Paula Parker-Sawyer, Tom Turney, Sonya Cleveland

Welcome and Introductions

The chair welcomed everyone. Tom Turney was introduced as a new member of the Financial Workgroup.

Budgeting Update

Tom Turney gave the financial report. Tom reported that the SPF SIG staff was recorded as being paid by both the state fund and with the contract funds. Discussion was ensued and Cathy Boggs indicated she would look into the matter. Tom also reported that three contracts were being paid from the SPF SIG funding and IUPUI, Fairbanks and Meeting Makers. Cathy indicated she would determine the nature of the Meeting Makers contract as well.

Kim Manlove announced that the position for the administrative assistant was being posted on the Fairbanks website this week. The position preference will be give to a candidate who is bi-lingual with proficiency in English and Spanish that would allow for one SPF SIG staff member to communicate effectively with the Hispanic population. Kim requested if any of the members of the committee knew of anyone who would meet these qualifications, to please contact him.

Training and Outreach Workgroup Report

Paula Parker-Sawyers gave the T/O report. She shared the timetable that was created during this past month, outlining the 'Rollout of the Project'. Paula stated the Rollout was based on approval of the Strategic Plan by January 15th. Otherwise all dates are subject to change. She also reported that with changing from an RFP to an RFS we will cut down on approval time, have more control over increasing the trainings for the communities and have more ability to assist them through the application process. She indicated that the RFS would not require a Pre-Bid Conference, however the workgroup had decided to instead move forward with a Pre-Organizational Conference which

would include the SEOW, Workgroups specified members, IPRC, OFBIC, and SPF SIG Staff. The Regional Technical Assistance Workshops would next be held and mandated for all potential applicants and fiscal agents.

The Letter of Intent has been changed to a Letter of Interest which will be required to be submitted by February 16th, and will dictate the number of Expert Review Teams to be requested for the first tier review process. It is the recommendation of the T/O Workgroup that there be 3 reviewers on each team; one to focus on capacity building within the realms of their community and the other two as Substance Abuse and Prevention Experts. Each team is ideally only to review 4 to 5 proposals and their recommendations are to be forwarded to the official Grant Review Workgroup (GRW) whose members can only be State Employees. The purpose of the Expert Review Teams is to relieve some of the burden of the GRW. The Expert Review Teams will submit a summary of the proposals to the GRW which will have 2 weeks to review and a 3rd week of face to face discussions on each of the proposals. Communities can inquire about the processes by submitting questions in writing via email that will be answered and posted on the website for all to review. If email isn't available to certain communities letters will be sent. Paula completed her report with a full review of the process and the anticipated date of May 5th for announcements of the grant awardees.

Paula suggested that it would be important to consult with IDOA to inform them of the processes, assist them in understanding the urgency of the timeline, language and process of the grant. She also announced the logo had been approved, a newsletter was underway and hopefully would be out shortly after the beginning of the year. By the next meeting she hoped to have all the power point presentations and training materials ready to give to the communities.

Kim asked how the workgroup proposed to recruit for the expert reviewers. Paula stated that all that would be based on the communities applying. If there was a large contingent from the schools they would make certain the group was inclusive of one who had a sound understanding of the works and administrative processes of schools, etc. Paula also stated that it would be expected that reviewer sign a Conflict of Interest Statement if they had any relationships that could be perceived a conflict of interest by interested parties.

It was announced that the Project Team had been in communication with SAMHSA/CSAP and they had hoped to have further communications when they regarding the Strategic Plan before the end of the week. The Project Team hopes get feedback from SAMHSA/CSAP, make revision as needed and submit the revised plan to the GAC for approval at the January 23rd 2007 meeting. It was also agreed that it might be necessary to schedule a meeting earlier in January of the GAC to facilitate the approval process. GAC members will need to be flexible and available particularly during the month of January, April and May as the Project rolls out.

Jeff asked that if communities were completely compliant with all the requirements would this eliminate them from the process. Paula stated that we have flexibility with the RFS process and this could be discussed.

It was also discussed that it might be prudent to do a tax review of 501 (c) (3) organization ensure that applicants are eligible to receive grant monies. Making sure the applicant has registered was another way that was brought up to weed quickly through applicants.

Jeff asked for clarification with regards to the Expert Review Teams and whether they would be scoring or used in an advisory capacity. Paula assured the committee the Expert Review Teams would be used in an advisory capacity only.

Grant Review Workgroup Appointment

Chair Mark Frisbie announced his nominations for the Grant Review Workgroup, the GAC members are:

Jeff Barber	Caroline Waller
Paula Parker-Sawyers	David Bozell
Sonya Cleveland	Amanda Thorton
Jason Hutchins	Carla Sneegas

The GAC By-Laws allow for the Chair to appoint all workgroup members.

Mark Frisbie had to leave the meeting for other commitments and Cathy Boggs assumed the role of acting chair.

It was stated that when we receive more communications from SAMHSA/CSAP we will inform the committee through project updates.

Review of Minutes of 8/22/2006 and 10/24/06 Advisory Council Meeting

The minutes for the meeting were reviewed and approved.

SEOW WORKGROUP REPORT

Eric Wright delivered an update and report on the latest activities of the SEOW. He stated that the SEOW would now be meeting every other month and was getting ready to launch the Community Readiness Survey. He asked the committee to review the email he was sending and submit any key informants they hadn't listed to try and get a comprehensive sampling for the communities. Eric requested that all return the email by January 5th and the field survey would go out by January 8th. He hoped all the information and reviews would be collated by the end of January. The purpose will be to review the tables and identify counties who are in the top percentages of substance use and abuse. The responses will be available on line after the first of the year. Eric also announced they were revamping the website to make it more user friendly. All data posted will be specific on the county level, not below.

Eric announced that they were not using Survey Monkey due to it being not a secure website with user authentication. The SEOW is expecting about a 25% response rate and will be done annually.

EVALUATION WORKGROUP REPORT

Kim Manlove shared the report of the this workgroup. The Workgroup has reviewed the surveys from each meeting and is making them available to the chairs of each committee. The October meeting brought discussion of a need for a flowchart which has resulted in the "Indiana Substance Abuse Prevention Infrastructure State Agencies" flowchart. The charts were distributed and Sonya asked that a change be made from the Community Planning Coordinators to the Community Consultants. Any additional changes were asked to please be called in or emailed to Marcia French.

AGENDA ITEMS FOR THE 1/23/07 GAC MEETING

Updates with the Strategic Plan and approval from SAMHSA

Review of the RFS

Cathy asked for other suggestions and none were offered.

A request was made to complete the meeting evaluation survey form and all were wished happy holidays.

Meeting Adjourned.